



PLANNING DEPARTMENT, 231 NE Fifth Street, McMinnville, Oregon 97128
www.mcminnvilleoregon.gov

August 3, 2017

Alan Ruden
Alan Ruden, Inc.
PO Box 570
McMinnville, OR 97128

Re: Docket S 3-17

Dear Mr. Ruden:

This is to advise you that the McMinnville Planning Department has received and carefully studied your application (S 3-17) requesting a minor modification to the previously approved Cottages at Chegwyn Village four (4) lot residential subdivision plan (S 2-15). The modification request would change lot 54 on the tentative subdivision map from a single-family lot to a duplex lot. The subject site is located generally west of NE McDonald Street and east of NE Jacob Street and is more specifically described as a portion of Tax Lot 2104, Section 09, T. 4 S., R. 4 W., W.M. The Planning Department reviewed your applications against the criteria of Section 17.53.07 (Submission of Tentative Subdivision Plan) of the McMinnville Zoning Ordinance for compliance. Under the provisions of Section 17.72.110(A) (Applications – Director’s Review with Notification) of the McMinnville Zoning Ordinance, notice of the proposed partition was provided to property owners within 100 feet of the subject site.

Based on the material submitted and the Engineering Department and Planning Department evaluations, I have approved your request for a minor modification to the Cottages at Chegwyn Village residential subdivision approval (S 3-17), subject to the following conditions.

Attached is the Decision Document with the Decision, Conditions of Approval, Findings of Fact and Conclusionary Findings for the approval of your land-use application. The conditions of approval are also outlined below:

1. The final plat shall reflect that access to McDonald Lane for Lot 54 is not allowed.
2. The final plat shall reflect the dedication of 28-feet of right-of-way. As previously approved, a public utility easement along the site’s McDonald Lane frontage, except where the NE Peyton Lane and NE Samson Street right-of-ways intersect the McDonald Lane right-of-way, is not required.
3. Prior to the City’s acceptance of the final plat, McDonald Lane adjacent to the development shall be fully improved with a total of 30-feet of pavement (curb to curb width), 6.5-foot wide curbside planting strips (including the curb width), and five-foot-wide sidewalks.
4. Given the expected vehicular, bicycle, and pedestrian traffic that will be generated by the subdivision (particularly the proposed 32 units of apartments which will only access

McDonald Lane), McDonald Lane shall be widened to a total of 28 feet of pavement adjacent to the Yamhill Soil and Water Conservation District (YSWCD) parcel south of the proposed subdivision. Increasing the pavement width to 28 feet will allow for vehicles and bicycles to safely share the roadway. In addition, an 8-foot wide right-of-way dedication for McDonald Lane west of centerline will be required to accommodate the additional pavement, as well as a gravel shoulder.

5. The pedestrian crossing of McDonald Lane at the intersection with NE Samson Street shall be improved with curb extensions, or other pedestrian safety improvements approved by the City Engineer, to allow for pedestrians to safely cross McDonald Lane at that location.
6. The existing McMinnville Water & Light easement over the 28-foot wide right-of-way west of centerline for McDonald Lane will need to be released by McMinnville Water & Light prior to the acceptance of the final subdivision plat by the City.
7. The interior streets shall be improved with a 28-foot wide paved section, 5-foot wide curbside planting strips, and five-foot-wide sidewalks placed one foot from the property line within a 50-foot right-of-way, as required by the McMinnville Land Division Ordinance for local residential streets.
8. The applicant shall install a barricade at the northern terminus of McDonald Lane, consistent with City standards. The barricade shall include signage with text stating: "This Street is planned for extension to serve future development."
9. On-street parking will not be permitted within a 30-foot distance of street intersections measured from the terminus of the curb returns. Additionally, on-street parking will not be permitted adjacent to where the private driveways for the proposed apartments intersect McDonald Lane.
10. The City Public Works Department will install, at the applicant's expense, the necessary street signage (including stop signs, no parking signage, and street name signage), curb painting, and striping (including stop bars) associated with the development. The applicant shall reimburse the City for the signage and markings prior to the City's approval of the final plat.

SANITARY SEWER

11. That a detailed, engineered sanitary sewage collection plan, which incorporates the requirements of the City's adopted Conveyance System Master Plan, must be submitted to and approved by the City Engineering Department. Any utility easements needed to comply with the approved sanitary sewage plan must be reflected on the final plat. Any offsite public easements must be dedicated to and accepted by the City prior to the City's approval of the final plat.
12. The proposed multi-family lot shall be served by one sanitary sewer lateral, and all onsite sanitary sewer lines for the multi-family lot shall be private.

STORM DRAINAGE

13. That a detailed, engineered storm drainage plan, which satisfies the requirements of the City's Storm Drainage Master Plan must be submitted to and approved by the City Engineering Department. Any utility easements needed to comply with the approved plan must be reflected on the final plat.

14. The proposed multi-family lot shall be served by one storm drainage lateral, and all onsite storm drainage lines for the multi-family lot shall be private.
15. If the final storm drainage plan incorporates the use of backyard collection systems and easements, including those in the proposed alleys, such systems must be private rather than public, and private maintenance agreements for them must be approved by the City prior to the City's approval of the final plat.
16. Prior to the construction of any private storm facilities, the applicant shall obtain the necessary permits from the City's Building Division.
17. No additional storm drainage runoff shall be conveyed onto any adjacent property without the appropriate public and/or private storm drainage easements. Copies of recorded private easements must be provided to the City prior to the City's approval of the final plat. Any offsite public easements must be dedicated to and accepted by the City prior to the City's approval of the final plat.

LANDSCAPING

18. That the applicant shall submit a street tree plan for the park strips along the interior public streets, and the sections of McDonald Lane affected by this development. The plans shall identify species, caliper size, spacing, and number of trees to be planted. Plans will be forwarded for review and approval by the Landscape Review Committee. All street trees shall have a two-inch minimum caliper measured at six inches above ground surface, shall exhibit size and growing characteristics appropriate for the particular planting strip, and shall be spaced as appropriate for the selected species and as may be required for the location of above-ground utility vaults, transformers, light poles, and hydrants. In addition, street trees shall not be planted within 30 feet of street intersections. All street trees shall be of good quality and shall conform to American Standard for Nursery Stock (ANSI Z60.1). The Planning Director reserves the right to reject any plant material that does not meet this standard.
19. Street trees shall be planted in accordance with the approved street tree plan. All required trees shall be installed by the applicant prior to final platting, or security equal to 120 percent of the cost of installing the required street trees shall be posted with the City. The amount and form of such security shall be as required by the Planning Director.
20. For trees not installed prior to final platting, each year the applicant/owner shall install street trees, from November 1 to March 1, adjacent to those properties on which a structure has been constructed and has received final occupancy, or adjacent to any non-buildable tracts for which street trees are required. This planting schedule shall continue until all platted lots have been planted with street trees. It shall be the applicant's responsibility to relocate trees as may be necessary to accommodate individual building plans. The applicant shall also be responsible for the maintenance of the street trees, and for the replacement of any trees that may die due to neglect or vandalism, for two years from the date of planting.

MISCELLANEOUS

21. The final plat shall include 10-foot wide public utility easements along both sides of all public rights-of-way for the placement and maintenance of required utilities. Such easement on McDonald Lane, except where the NE Peyton Lane and NE Samson Street right-of-ways intersect the McDonald Lane right-of-way, shall not be required.

22. The final plat shall include use, ownership, and maintenance rights and responsibilities for all easements and tracts.
23. The applicant shall secure from the Oregon Department of Environmental Quality (DEQ) any applicable storm runoff and site development permits prior to construction of the required site improvements. Evidence of such permits shall be submitted to the City Engineer.
24. That the applicant submit evidence that all fill placed in the areas where building sites are expected is engineered. Evidence shall meet with the approval of the City Building Division and the City Engineering Department.
25. That park fees shall be paid for each housing unit at the time of building permit application as required by McMinnville Ordinance 4282, as amended.
26. That the required public improvements shall be installed to the satisfaction of the responsible agency prior to the City's approval of the final plat. Prior to the construction of the required public improvements, the applicant shall enter into a Construction Permit Agreement with the City Engineering Department, and pay the associated fees.
27. That the applicant shall submit a draft copy of the subdivision plat to the City Engineer for review and comment which shall include any necessary cross easements for access to serve all the proposed parcels, and cross easements for utilities which are not contained within the lot they are serving, including those for water, sanitary sewer, storm sewer, electric, natural gas, cable, and telephone. A current title report for the subject property shall be submitted with the draft plat. Two copies of the final subdivision plat mylars shall be submitted to the City Engineer for the appropriate City signatures. The signed plat mylars will be released to the applicant for delivery to McMinnville Water and Light and the County for appropriate signatures and for recording.
28. That restrictive covenants (CC & R's), if provided for this development, must meet with the approval of the Planning Director.
29. That the applicant shall design the duplex to reflect the same character and craftsman bungalow architecture of the neighborhood, retaining the same form of a single-family structure with the function of a duplex.
30. That nothing in these conditions may be construed to require lesser standards than those required by Chapter 17.53 (Land Division Standards) of the McMinnville Zoning Ordinance and all requirements of that ordinance shall be met, unless otherwise permitted by the planned development overlay for the subject development.
31. That approval of this tentative subdivision plat will expire 12 (twelve) months after the date of mailing of said approval. If the owner of the property wishes a one-year extension of the Commission approval of this tentative plan under the provisions of Section 17.53.075 (Submission of Final Subdivision Plat) of the McMinnville Zoning Ordinance, a request for such extension must be filed in writing with the Planning Department a minimum of 30 days prior to the expiration date of the approval. If the final plat has not been submitted prior to expiration of the tentative plat, and if an extension request has not been submitted and approved, the applicant must resubmit a tentative plat for further consideration, and comply with the regulations and conditions applicable at the time of submittal.

Alan Ruden
August 3, 2017
Re: Docket S 3-17

Page 5

This letter shall act as official notification of my decision. An appeal of this decision may be made to the Planning Commission if notice of intent to appeal is filed in the Planning Department no later than August 18, 2017. If no appeal is filed by this date, the decision shall be considered final.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Richards", written in a cursive style.

Heather Richards, PCED
Planning Director

HR:sjs

c: Mike Bisset, Community Development Director
Trena McManus, McMinnville Water and Light
Paul & Patricia Landsiedel, 3577 NE Jacob Street
Jared & Amy Petersen, 3553 NE Jacob Street

Attachments: *DECISION, CONDITIONS OF APPROVAL, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF A MINOR MODIFICATION REQUEST TO THE COTTAGES AT CHEGWYN VILLAGE RESIDENTIAL SUBDIVISION. (Docket S 3-17)*